



Position Announcement – Knowledge and Information Design Manager

Opportunity:

The National Network of Public Health Institutes (NNPHI) is an active network comprised of 40 member public health institutes in 31 states spanning all ten Department of Health and Human Services regions. Public health institutes are nonprofit organizations that improve the public's health by fostering innovation, leveraging resources, and building partnerships across sectors, including government agencies, communities, the health care delivery system, media, and academia. NNPHI and its member institutes work together to implement public health policy and program initiatives throughout all 50 states. NNPHI offices are located in New Orleans and Washington, DC.

NNPHI also serves as the National Coordinating Center for Public Health Training (NCCPHT) and supports nationwide collaboration to build a sustainable and coordinated Public Health Learning Network (PHLN) that consists of ten university-based Public Health Training Centers and 40 local training and education sites. Together, the PHLN is co-creating, modernizing, standardizing, and distributing evenly to all communities and Tribes quality training, tools, and resources that advance the nation's public health workforce throughout all fifty states, tribal communities and five US territories. For more information, visit www.nnphi.org/phln.

Position Summary:

The Knowledge and Information Design Manager position is for the talented individual that can bridge the gap between data and effective storytelling as a project leader. This will balance creative talent with an analytic skill set. You will be a human bridge between our many diverse streams of data and our research team, leadership team, and the outside world. You will have a sustained focus on improving how we leverage information as an organization and will have a skillset to collect, cleanse and manage data and the ability to visualize and tell a compelling story.

The Knowledge and Information Design Manager will initially support the NCCPHT to define and implement the infrastructure/systems needed to support decision-making, improvement, promotion, and ultimately growth of the Center. Over time, the Knowledge and Information Design Manager will support knowledge and information management needs across the organization. This position may be based in either NNPHI's Washington, DC or New Orleans office, and requires domestic travel of approximately 10%. Applicants should specify their preferred office location in their cover letter.

Primary Responsibilities:

- In conjunction with multiple teams and stakeholders, design the systems necessary to monitor, capture, structure and make sense of a wide variety of data streams.
- Create visual and narrative stories from data that resonate with stakeholders ranging from federal agencies to public health practitioners.

- Design, construct, and maintain in-house databases of relevant quantitative and qualitative data and information to guide programs.
- Design, or help others to design, data retrieval, storage, and analysis tools to support decision-making and continuous quality improvement.
- Synthesize information from external sources (literature, unstructured data gathered by external groups) to ensure programs are operating on the cutting edge of public health. This may include systematic review, cross-survey analysis, meta-analysis, abstraction-based grounded theory, text-to-data abstraction, etc.)
- Provide leadership for data-driven story-telling and knowledge management for all employees
- Tell great stories illustrating NNPHI's progress in achieving its strategic objectives!
- Maintain and develop relationships with funding agencies and partners (including federal agencies and private foundations).
- Be a Resource Advisor (supervisor, mentor & content resource) to one or more NNPHI Staff (e.g., Program Associate) as assigned.
- Manage internal relationships and resources to achieve project deliverables in within a "team culture".
- Manage external contractors and serve as liaison to contractors and consultants.
- Develop and monitor budgets for projects.
- Contribute to the development of proposals.
- Conduct other duties as assigned to fulfill NNPHI's mission and values

Qualifications:

Education and Experience: Master's degree in relevant field plus seven years' relevant professional experience or a Bachelor's degree and ten years' relevant experience. Some experience in health, or related field preferred.

Communications: Ability to gain consensus and collaborate across NNPHI programs and with network members and partners; ability to explain complex concepts in layman's language; ability to generate enthusiasm; ability to communicate with all levels of management and staff, establishing straightforward, productive relationships; treating all individuals with fairness and respect, demonstrating sensitivity for cultural and gender differences; showing great drive and commitment to NNPHI's mission; maintaining high standards of personal integrity.

Client/Service Orientation: Understands clients' and colleagues' needs and concerns; responds promptly and effectively; customizes services and products as appropriate.

Drive for Results: Makes things happen; is proactive; balances "analysis" with "doing"; sets high standards for self; commits to organizational goals.

Teamwork: Collaborates with others; acknowledges others' contributions; works effectively with individuals of different culture and gender; willing to seek help as needed. Influencing and resolving differences across organizational boundaries: gaining support and commitment from others even without formal authority; resolving differences by determining needs and forging solutions that

benefit all parties; promoting collaboration and facilitating teamwork across organizational boundaries.

Information Management Skills: Includes codification, content management, information processes, taxonomies, and IT applications such as database management, information architecture, programming, software applications, and workflow.

Learning and knowledge sharing: Open to new ideas; shares own knowledge; applies knowledge in daily work; builds partnerships for learning and knowledge sharing.

Analytical Thinking and Decisive Judgment: Analyzes issues and problems systematically, gathering broad and balanced input, drawing sound conclusions and translating conclusions into timely decisions and actions.

Salary/Benefits:

1. Salary range of \$65,000-\$80,000, commensurate with education and experience.
2. NNPHI offers a highly competitive and benefits package, including medical/dental/vision/FSA/parking/transportation, generous retirement contributions and annual leave.

Please send CV, cover letter, salary requirement and three professional references to: hr@nnphi.org
Subject line: Attn: *Knowledge and Information Design Manager*

NNPHI's Values Statement to our Employees

- We value each employee as a whole person and support a healthy life balance.
- We believe in a work environment that promotes health and wellness.
- We believe in investing in the growth and passion of our employees to create a workforce that positively affects social change.

Equal Opportunity Employer